

NNSA POLICY

NAP 100.1

Approved: 02-14-24
Admin Chg. 2: 09-22-25
Certification Due: 09-22-30

CHARTERS



NATIONAL NUCLEAR SECURITY ADMINISTRATION Office of the Administrator

CONTROLLED DOCUMENT
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OFFICE OF PRIMARY INTEREST (OPI):
NNSA Directives Team

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Change Summary

Directive Identification	Changes	Date	Version
NAP 100.1 Charters Admin Chg. 2	OPI changed from Office of the Associate Principal Deputy Administrator to Office of the Administrator, NNSA Directives Team.	09-22-2025	
	6b. pg. 2. Removed “as directed by the Management Council.”	09-22-2025	

CHARTERS

1. PURPOSE. To define the process for the preparation, issuance, and maintenance of Charters within the National Nuclear Security Administration (NNSA).
2. AUTHORITY. This NNSA Policy (NAP) is written under 50 United States Code (U.S.C.) 2402(d), which gives the Administrator authority to establish NNSA-specific policies, unless disapproved by the Secretary.
3. CANCELLATION. Business Operating Procedure (BOP) 100.1, *Senior Leadership Councils*, dated 01-22-15.
4. APPLICABILITY.
 - a. Federal. Applies to NNSA federal groups that are formed by, and report to, the Administrator.
 - b. Contractors. Does not apply to contractors. However, 50 United States Code (U.S.C.) 2512 establishes a council to be known as the *National Nuclear Security Administration Council*. It comprises the heads of NNSA's laboratories, plants, and sites.
 - c. Equivalencies/Exemptions.
 - (1) Equivalency: In accordance with the responsibilities and authorities assigned by Executive Order 12344, codified at 50 U.S.C. sections 2406 and 2511, and to ensure consistency throughout the joint Navy/Department of Energy (DOE) Naval Nuclear Propulsion Program, the Deputy Administrator for Naval Reactors (Director) will implement and oversee requirements and practices pertaining to this Directive for activities under the Director's cognizance, as deemed appropriate.
 - (2) Exemptions: Groups or committees governed by the *Federal Advisory Committee Act* (FACA), 5 U.S.C., 1001, are not covered by this policy and must follow the FACA and the FACA Final Rule, 41 CFR Parts 101-6 and 102-3.
5. SUMMARY OF CHANGES.
 - a. Office of Primary Interest (OPI) changed from Office of Policy and Strategic Planning to Office of the Administrator, NNSA Directives Team.
 - b. This NAP is the result of converting and revising BOP 100.1, *Senior Leadership Councils*.
 - c. Revised to match current template.

- d. Changed title.
 - e. Added Authority.
 - f. Removed Appendixes.
 - g. General editing of language throughout.
6. BACKGROUND. A charter defines a group and its responsibilities within NNSA. There are several types of groups that may have a charter:
- a. Councils—entities comprising senior management tasked to make decisions or provide recommendations regarding policy, strategic direction and planning, goals, and resources.
 - b. Boards—entities established in areas of NNSA-wide significance with supporting topics and responsibilities that cross several organizations. Decisions made by boards will be consistent with guiding policy direction and programmatic guidelines. To execute actions generated by a board, a committee, panel, or working group may be established.
 - c. Committees, panels, and working groups— entities that serve as advisory groups for councils and boards to address significant topics, as requested by NNSA leadership.
- Committee charters shall be established with the respective council's or board's approval.
- Charters are not required for panels unless the panel is expected to operate indefinitely, includes members from across NNSA, and is established to support and report to a council or board.
- Charters are not required for working groups unless the working group is expected to operate indefinitely, includes members from across NNSA, and is established to support and report to a council or board.
7. REQUIREMENTS.
- a. Charters must conform with the template posted on the Directives website ([Directives Templates](#)).
 - b. All charters subject to this NAP must be posted on the Directives website.
8. RESPONSIBILITIES.
- a. Administrator (NA-1). Signs charters for groups established by the Administrator.

- b. Directives Program Manager, Office of the Administrator. Maintains this NAP and posts approved charters on the Directives website.

9. DEFINITIONS.

- a. Boards. Entities established in areas of NNSA-wide significance with supporting topics and responsibilities that cross several organizations, as directed by the Management Council. Decisions made by boards will be consistent with guiding policy direction and programmatic guidelines provided by the Management Council. To execute actions generated by a board, a committee, panel, or working group may be established.
- b. Charter. A document outlining the conditions under which a group within an organization will operate. The charter defines the organization, membership, rights, privileges, and functions. Charters for organizations established by anyone below the Administrator are approved by the individual forming the group.
- c. Committee. A group of individuals that meets to advise, coordinate, research, or make recommendations. The lifespan of a committee is based on the completion of activities assigned by a council or board.
- d. Councils. Entities comprising senior management tasked to make decisions or provide recommendations regarding policy, strategic direction and planning, goals, and resources.
- e. Panel. A group of individuals gathered to advise, judge, interview, or discuss topics supported by councils or boards. The lifespan of a panel is based on completion of activities assigned by the respective council or board.
- f. Working Group. A group of individuals working together to create a document or to resolve problems. The lifespan of a working group is based on completion of activities assigned by the respective council or board.

10. REFERENCES.

- a. Title XXXII of the National Defense Authorization Act for Fiscal Year 2000, Public Law 106-65, as amended (otherwise known as the NNSA Act).
- b. Section 3112, Pub. L. No. 108-136, National Defense Authorization Act for Fiscal Year 2004; 42 U.S.C. § 7234 note (Department of Energy Project Review Groups not Subject to Federal Advisory Committee Act by Reason of Inclusion of Employees of Department of Energy Management and Operating Contractors).
- c. *Federal Advisory Committee Act*, 5 U.S.C. 1001.

11. CONTACT. Office of the Administrator, NNSA Directives Team,
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BY ORDER OF THE ADMINISTRATOR:



Administrative Change approved: 09-22-2025